



Board Meeting
 Monday 15th July 2013 – 6.30pm
 Waukrigg Mill, Duke Street, Galashiels.TD1 1QD

Present: Lesley Birney, Jackie McPhee, Angela Blaikie, Kirsty Sinclair, Marjorie Robson

	Item	Action
1. Apologies	Dawn Armstrong, Raquel Lloyd Jones, Susan Smith, Seonaid Blackie, Leona Richardson, Lynn Ramage	
2. Minutes of Last meeting accuracy / matters arising	<p>Matters Arising</p> <p>Phone Contract Jackie to log internet use on personal mobile for 1-2 months to find out how much Jackie uses a mobile to see if pay as you go is better value than a contract.</p> <p>Recruitment of Board Members Lesley produced a skills matrix for Board members to complete. This is to identify individual board members skills that they can share with Play Borders and identify gaps in skills. Jackie is going to email out the skills matrix to board members. Completed forms are to get sent to Kirsty by Thursday 8th August 2013 to allow Kirsty time to compile the data for the next Board Meeting.</p> <p>Health and Safety Jackie is going to contact @sipp regarding the damp and cracks in the property Jackie is going to request that the landlord installs hard wired smoke detectors and CO2 monitor</p>	<p>JM</p> <p>JM/KS/All</p> <p>JM</p>

Scottish Charity Number – SC027933

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	<p>Leaflet Still in hand. Jackie is going to get in touch with Leona and find out the progress of the leaflet and get the final copy of the poster.</p> <p>Office Bearers Jackie has passed over Angela director forms to Lesley. Still need Seonaid form. Lesley is going to contact Lynn about the protocol for Companies House and check Companies House website. After Lesley has done this if it is protocol Kirsty will notify Companies House about her change in name.</p> <p>Community Grant Scheme Grant closed. Play Borders received written confirmation from SBC.</p> <p>WWE figures Look at creating a figure box. Jackie is to price figures for the box</p> <p>Membership Followed on from last meeting there was a query about membership and whether a Childminder had to pay again as they joined in March. Agreed yes as the new year's membership was for the year ahead. Jackie is to get in touch with the member to inform them. Jackie to send personal reminder of payment due for membership 2013-2014 for those that haven't renewed their membership yet. – To be done in September.</p> <p>Members area Keep members area off the website at the moment</p> <p>Big Clean Jackie and Kirsty attended the Big Clean. Jackie has written a list of toys that have been broken and need replaced.</p>	<p>JM/Leona</p> <p>SB LB LB/KS</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p>
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3. Finance Report	<p>Finance Update Financial matters discussed. SLA request sent on 13/6/2013. Hasn't been paid into our account yet. Susan is following this up. Jackie to email the handyman and get him to resubmit invoice. Lesley to sign accounts so they can (get handed into the accountant.) be submitted to OSCR again. Gall Robertson have made the changes which OSCR requested and hopefully they will be passed this time.</p>	SS JM LB/MR
4. Administrator Report	<p>Report Administrator report was circulated via email to Board Members and discussed.</p> <p>Future networking session September - It was agreed it is too late to do the "Old School Games" workshop prior to the summer holidays and may be best to wait till September.</p> <p>Old School Workshop Jackie did a workshop in Hawick with a puppet making session in the afternoon. It was successful. Jackie is going to Peebles on Thursday 18th July to run a workshop. Suggested it could be a possibility for Jackie to go out to OOSC/Clubs to run a workshop for them during term time. – Look into more at the next meeting.</p> <p>Floorbooks – Jackie is going to get in touch with people that were interested to see if they would still like to attend. If going ahead Jackie is going to contact Susan to get the booking form put on the CPD system.</p> <p>National Play Day 7th August Jackie proposed emailing board members again for help in facilitating the Old School Workshop for national Play Day. It was agreed 30 children max. Aged – 3+ Jackie and a board member will be present to facilitate sessions.</p>	All JM JM LB

5. Website	<p>On going Jackie to update Kirsty – Vice Chairperson Lesley – Chair Seonaid and Angela to send Jackie a little bit of information about themselves and a photo so she can put it on the website.</p>	<p>JM AB/SB/JM</p>
6. Promotion	<p>Promotion See item 2</p>	JM/Leona
7. PQASSO	<p>On going Agreed it may be beneficial if individuals worked on specific sections. – This can't be done until a skills list has been created. Date for next PQASSO meeting is Monday 2nd September 2013 – need as many board members as possible to attend the meeting.</p>	All
8. Board Members update/report on other Meetings.	<p>Locality meeting – 2/7/2013. Marjorie gave up date on the Tweeddale meeting.</p>	
9. AOCB	<p>Game on Scotland Possible funding for 2014 based in Galashiels – Netherdale with Marquee/Kelso. Jackie to start looking at funding application form.</p> <p>Development Worker Kirsty is going to get in touch with Julie regarding the previous application and gain feedback on it.</p> <p>Jackie to get in touch with Seonaid and talk about the potential Forest School application. Jackie to ask Seonaid if she can email out information about the potential funding bid.</p> <p>Border Art Trust Possible workshop for children – Kirsty looking into this.</p>	<p>JM KS JM/SB KS</p>

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10. Dates of next meetings	Thursday 15 th August Monday 16 th September	
	<p>Minutes approved Signed</p> <p style="text-align: center;">Date</p>	

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